



OFFICE OF THE DEAN

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
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Office of the Dean
School of Medicine
SOM-DPM-004-98
DATE: 8 July 1998

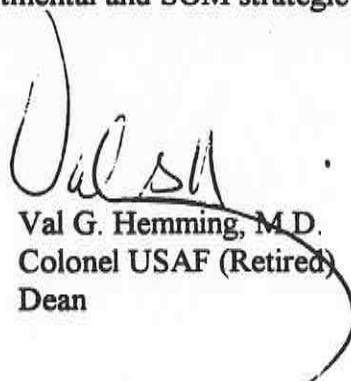
MEMORANDUM FOR FACULTY, STAFF, MEDICAL STUDENTS

SUBJECT: Periodic Departmental Review

ABSTRACT

This memorandum establishes a structured mechanism to gather information for inclusion into an improvement process to enhance existing School of Medicine (SOM) departmental programs.

- A. **Purpose.** This Memorandum establishes policies and procedures for a periodic department review.
- B. **Applicability.** The provisions of this Memorandum apply to all existing departments within the SOM.
- C. **Policy.** The SOM will review each department approximately every five to seven years, but always when a new chair is under consideration for the department. The departmental review will include the review and documentation of the department's progress in the areas of teaching, research, and service, assess the performance of the departmental chair, determine the departmental contribution to overall SOM's institutional goals, continue enhancement of existing department programs and identify potential new directions for the department, an in-depth review of the graduate program and augment departmental and SOM strategic planning.
- E. **Procedures.** See Enclosure 1.


Val G. Hemming, M.D.
Colonel USAF (Retired)
Dean

Periodic Departmental Review

PURPOSE:

The F. Edward Hébert School of Medicine will review each department approximately every five to seven years, but always when a new chair is under consideration for the department. The purpose of review is to provide a structured mechanism to gather information for inclusion into an improvement process to enhance existing departmental programs. The Office of the Dean including the Office of Educational Affairs will also be subject to self-study and periodic review. Each self-study may be tailored to meet the departmental mission. The goals of departmental review include:

- review and document the department's progress in the areas of teaching, research, and service
- assess performance of departmental chair
- determine the departmental contribution to overall school of medicine's institutional goals
- continue enhancement of existing departmental programs and identify potential new directions for the department
- in-depth review of graduate program
- augment departmental and school of medicine strategic planning

STRUCTURE OF PERIODIC REVIEW:

Self-study

One year before the beginning of the academic year the Dean's Office will, after appropriate consultation, notify departments scheduled for review. The review must be completed within twelve months.

- a description of the self-study process
- the composition of the self-study committee
- a statement of the department's mission, philosophy of education, and objectives to include written documentation (guidelines for new students, handbooks, etc.)
- a descriptive historical overview of the department's current programs including research, teaching, services, and where appropriate, its graduate education and clinical/patient care activities
- an assessment of strengths, weaknesses, and future directions
- in departments that offer training leading to graduate degrees:
 - program direction and coordination to include interaction with other programs
 - curriculum to include tracks within the program, required and elective courses
 - teaching opportunities for graduate students
 - research training opportunities
 - selection and admission of applicants
 - student advising, evaluation, career guidance and placement on completion
 - resources for graduate education to include personnel, fiscal, and space
 - program effectiveness to include productivity, placement, and career tracking
- recommendations for improvements in departmental programs and activities
- a description of ongoing evaluation processes
- suggested goals for future development

The above listing is offered as a general outline of issues to be addressed by the self-study and is not meant to be restrictive. The final written report of the self-study will be forwarded to the Dean through the department chair. The chair may wish to comment on the self-study findings and recommendations at the time of submission of the Dean.

Appropriate database will be created to allow departments to collect the requisite information on an annual basis to simplify data collection at self-study time.

- **Site Visit Format:** The site visit will begin with a summary of the self-study and overview of departmental activities, including its graduate education or clinical activities, by the department chair presented to the visiting team. The visit will conclude with an exit interview in executive session with the Dean, department chair, and Associate Dean for Graduate Education, where appropriate.
- **Report of the Reviewing Team:** A draft written report, at least in outline form, will be prepared and presented to the Dean prior to departure of the visiting team from the campus. A final written report including the team's findings and recommendations will be presented to the Dean 14 working days following the external review.
- **Distribution of the Report:** All sections of the report, except the evaluation of the department chair and graduate program director (where applicable), will be made available to all departmental faculty. The evaluation of the chair and program director will be written separately. The evaluation of the chair will be made available to the chair and the Dean. The graduate program director's evaluation will be made available to the program director, the department chair, the Associate Dean for Graduate Education, and the Dean.
- **Synthesis:** Following the self-study and the external review, with the leadership of the chair, the department will prepare an update of the department's strategic plan incorporating the findings of the self-study and the recommendations of the external reviewers where appropriate. The strategic plan should focus on the upcoming five years leading to the next self-study. The strategic plan will be submitted to the Dean and discussed in a meeting with the Dean and the department's faculty. This will be accomplished within 90 days of completion of the self-study and the external review.